

## **NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION**

Location: 222 Sheep Davis Road, Concord, NH  
Mailing Address: 33 Hazen Drive, Concord, NH 03305  
Telephone: 603-271-2661  
Toll Free: 1-800-371-4503  
Fax: 603-271-1091

### **MINUTES OF MEETING**

**March 4, 2004**

*(Approved April 1, 2004)*

Members Present: Edward Murdough, Karen Schlitzer, David Duquette, Stephen Carrier, Al Burbank, John Hoglund, Peter Russell, Joseph Butts, Corey Landry, J. William Degnan, Richard Mason.

Members Absent: Earl Sweeney, Ronald O'Keefe, Scott Weden, Roger Hatfield. Also Chief, Forest Protection Bureau—position vacant.

Others Present: *Division of Fire Standards & Training Staff*--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Sue Prentiss, Bureau Chief; Heather Newland, Recording Secretary. *North Country Resource Conservation & Development*—Karl Berardi, Pat Tarpey, Rick DeMark. *Southern NH Resource Conservation & Development*—Bob Scheirer, Lindsay Carter. *Nashua Fire Rescue*—Richard Wood. *Manchester Fire Department*—Jeff Emanuelson.

#### **I. CALL TO ORDER**

**Item 1. Pledge of Allegiance to Flag.** The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:04 a.m. on Thursday, March 4, 2004 at the Richard M. Flynn Fire Academy. The Pledge of Allegiance to the Flag was recited.

**Item 2. Resource Conservation & Development.** Rick DeMark introduced himself as the Project Coordinator with the North Country Resource Conservation & Development Council, a non-profit organization that focuses its work in the four northern counties of New Hampshire; he is assigned to assist them by the US Department of Agriculture. He introduced the people who were present with him: Karl Berardi, Rural Fire Protection Technician for both the North Country and Southern NH

RC&D; Pat Tarpey, who works for the RC&D Councils as their Rural Fire Project Administrator; Bob Scheirer, who works with the Southern Council and is their Program Manager; and Lindsay Carter, Project Coordinator, Southern NH RC&D, serving the southern six counties.

Mr. DeMark thanked the Commission members for giving them some time this morning so they could report on what they are doing. He reported that the RC&D program was initiated in the mid-1960's, was designed for primarily rural areas in the United States, and now includes urban areas, to help local people solve their problems. Mr. DeMark said that the government assigns people like Lindsay and him to go in to work with this nonprofit organization. They are involved in a wide variety of activities involving land conservation, resource conservation, and community improvement projects. The North Country RC&D has been in existence and operating in New Hampshire since 1968. The Southern NH RC&D was organized in the early 1990's and became an official RC&D area in 1998. Their connection with rural fire goes back many years. Their principal partners are their County Conservation District, and the USDA's Natural Resources Conservation Service. Providing technical assistance to communities to evaluate and assess water supplies, primarily through non-pressurized dry hydrants or cisterns has been available to communities throughout the State for over 30 years through those organizations.

Back in the mid-1990's the RC&D Councils did some outreach to communities to see what they felt about their rural fire protection needs; would they be interested in an accelerated technical and financial assistance program to help them address those rural fire needs. In response to that survey back in 1995, the RC&D Councils organized the NH Rural Fire Protection Taskforce (NHRFPT); Mr. DeMark distributed a handout to the Commission members regarding the NHRFPT. NHRFPT provided incentive grants to communities to help them install water supply facilities. We also did training with communities on a wide variety of topics. Three years ago they accelerated the program once again with funding from the US Forest Service. They were able to create positions, and also increase their ability to provide incentive grants to communities. Since 1995 they have worked with 128 towns around the State in all ten counties. They have helped them develop what they call their water supply plans, and have installed 45 dry hydrants, ponds, or cisterns. They provide technical assistant, surveying, designing, and they will help monitor the installations of the dry hydrants. They have a modest cost share incentive that will provide up to \$2,000 to help the communities install the facility.

Pat Tarpey explained that the plan provides a detailed map of the available water sources in the town. The technician works with the fire department to map not only the existing dry hydrants, but cisterns, fire ponds, and potential sites that the town would like to see developed. Along with the mapping, they also get a detailed site information sheet, which will have other information. They can add other GIS layers, such as a tax map, to help with future planning. In addition, the plan includes information on dry hydrants, wetland permits, easement information, etc. They put all the information on a CD for the town.

Karl Berardi showed a slide presentation on the implementation of a plan.

Mr. DeMark stated that they strive to stay in contact with the New Hampshire communities, so in 2002 they conducted another survey of New Hampshire fire departments to assess their needs once again for rural fire issues. Eighty-three percent of them didn't have water supply plans utilizing GPS; 71 percent wanted assistance to update their water plans; 91 percent said additional financial assistance would be appreciated.

Mr. DeMark said they had a few goals for being here today:

- Goal 1 – To make sure Commission members know who they are and what they do so referrals can be made to them of communities that could use their assistance.
- Goal 2 – To explore ways as to how they can integrate skills that they are providing, but better integrate those skills within the local departments themselves. This is something that can be trained at the local level. They are very interested in exploring with the Commission members how the development of water supply plans, utilization of GIS technology, and the installation of water supply facilities can be integrated into what the Commission is responsible for.
- Goal 3 – Their program is funded basically through the rest of this year. Their funds come from the US Forest Service and they may be searching out additional funds from them; but they are also looking for ways to make this program more self sustaining and actually able to operate on its own. While there may not be incentive grants or cost sharing programs, they feel if they begin the training and skills building within the departments, they can help make it self sustainable. They would be very interested again in exploring ways with the Commission members as to how they can do that.

Mr. Carter said that he has been all over the country with the agency and New Hampshire's rural fire protection program is the best he's ever seen. He said he was in Georgia for a while, where this program started, and the history of it goes back to the fine that Exxon endured back in the early 1970's for oil overcharge funds. This program came out of all overcharge grants from the state. One thing they are trying to do is publicize when a grant is made or a water supply plan is produced with a media campaign in those local communities. The interest that it's generating with the fire service is nice to see.

Mr. DeMark said that they have worked with Commissioner Nelson's office since the program started, and with Commissioner Nelson's office they have focused their attention to areas of the State that he had particular concerns about, one of those being the Ossipee plains, the pine barren area. They have worked with the five communities of the pine barrens. Mr. DeMark said they have recently learned about the FireWise Community program. Their current plan has them working with the Regional Planning Commission, who is working under contract to the Office of Emergency Management, to provide town-wide hazard mitigation planning.

Commissioner Burbank asked what kind of training would be done for the fire departments. Mr. Berardi said that, if this program dies, a tremendous amount of knowledge will be gone. Everybody moving up through the fire service should have some idea of what this is all about. The planning aspect of it is very important. Mr. DeMark added that planning boards or the selectmen should be more involved and knowledgeable about wildland fire. It isn't an issue that is just a concern to the fire service, and they recognize this. But they also know that the fire service is looked upon for technical aspects of this.

Commissioner Burbank asked if this would include engineering and design. Mr. DeMark replied that they can calculate volume, but they specifically have opted out of doing design work for cisterns. Mr. Berardi said that they can go to a town to answer questions. Acting Director Degnan said that what Commissioner Burbank was trying to accomplish is to enforce the Rural Water Supply Standard, which has been adopted for the purpose of a planning tool through the State Fire Marshal's Office. A town would develop a protocol as to how they would use it in their town and enforce it. He asked if they are called on as an advisory basis, do they use that Standard. Mr. Berardi replied that they follow the NFPA Rural Water Standard.

Commissioner Russell asked if Carroll County is one of the four counties in the North Country RC&D; Mr. DeMark answered that it is—Carroll, Belknap, Grafton, and Coos counties.

Commissioner Hoglund asked if ISO recognizes any of these water supplies. Ms. Tarpey answered that they supply the ISO plan, but the town pursues their rating. Mr. DeMark stated that they assisted the town of Belmont recently.

Mr. Berardi stated that there is some knowledge here and some knowledge there, and we need it as one. Mr. DeMark said that they welcome continuing interaction; they love to interface with groups. He thanked the Commission members for their time.

## II. APPROVAL OF MINUTES

**Item 1. January 8, 2004.** *Motion* was made by Commissioner Landry, seconded by Commissioner Carrier, to accept the Minutes of the January 8, 2004 Commission meeting with these corrections:

- (a) Page 4, Item 5, first sentence, delete the word “Vice.”
- (b) Page 10, VIII, Item 1, change “Town of Grantham” to “Town of Groton.”

Motion passed unanimously.

**Item 2. February 5, 2004.** *Motion* was made by Commissioner Carrier, seconded by Acting Director Degnan, to accept the Minutes of the February 5, 2004 Commission meeting with these corrections:

- (a) Page 4, first sentence on page, change “father” to “father-in-law.”
- (b) Page 5, Item 5, first sentence, delete the word “Vice.”
- (c) Page 7, third paragraph, second sentence, add “during live fire evolutions” after the word “building;” sentence will read: There was an issue in New York where a 19-year-old was asked to stay in a building during live fire evolutions, and he died.
- (d) Page 7, fourth paragraph, fifth sentence, add “until he/she meets the Fire Academy’s requirements as an Instructor.”
- (e) Page 7, fifth paragraph, first sentence, add a comma between the words “is are” and change the period at the end of that sentence to a question mark.
- (f) Page 7, fifth paragraph, second sentence, change the word “have” to “has.”
- (g) Page 7, sixth paragraph, first sentence, delete the word “up” and change the phrase “can you” to “you can;” sentence will read: Commissioner Carrier said that it is a possibility that an Instructor II can go to a department and say you can hire me as a teacher.

- (h) Page 13, item (e), third sentence, add the name “Roy Neider” where the underlined space is.
- (i) Page 15, VII, Item 1, third paragraph, change the name “Madigliani” to “Modigliani.”
- (j) Page 15, VII, Item 1, fourth paragraph, change the word “now” to “how.”

Motion passed unanimously.

### **III. CHAIR’S REMARKS**

Chair Duquette reported that Chief Emanuel Lagerberg’s wife passed away recently, and Sue Beaudoin’s husband, Bert, is in surgery today. He said we wish the best to them.

### **IV. COMMITTEE REPORTS**

**Item 1. Emergency Medical Services Liaison.** Chair Duquette deferred his report to Chief Prentiss, who said they are within their busiest season of the year as they are doing refresher training and exams.

- (a) As of the end of February they have 4,608 licensed providers; at least half of those will refresh this year, and at least 75 percent will be taking a practical exam.
- (b) They have two new part-time employees that are both grant funded: (1) Jackie Stocking, a nurse paramedic from the Air Medical Program at Dartmouth, with a background in EMS education; she is going to handle the trauma care documentation aspect of their Trauma EMS grant. She is stationed at the Concord office. (2) Mark Beliveau, a firefighter\EMT-Intermediate from Lebanon, is working on the Rural AED grant as the Program Coordinator. He is stationed at the Lebanon office.
- (c) The TEMSIS project, which is their Trauma and Emergency Medical Services Information assistance program, which is how they are going to be doing patient care recording in the future hit its one-year anniversary. They had six meetings in the last year. They have defined the data dictionary for both their clinical and operational data points. As they enter the second year, they are courting some potential funding sources, and working with the Division and the Office of Information Technology on a request for information for another vendor. They applied for four computers to pilot test this project in four settings in New Hampshire hopefully this spring or early summer.
- (d) Radio interoperability project for fire and EMS has been a major mission they have been involved in. For the EMS community

- specifically, their radio installations will come later than the fire installations because EMS needs more frequencies.
- (e) Provider safety initiatives that they are involved in, as well as the Coordinating Board and Dartmouth Hitchcock, are going to be bringing Dr. Nadine Levick to New Hampshire to kick off EMS Week on Monday, May 17. She is a physician and a researcher who has actually done crash testing with ambulances. To date the National Highway Traffic Safety Administration has not set standards for crash testing. Dr. Levick is the only one who has done this.
  - (f) Rural AED Project is under way; Decisions for placement will be made in April 128 machines. In March the Bureau is running nine public AED forums, two in each region except Region 3 will have one. They are looking for input from community leaders.
  - (g) They have started the process of renewing assignments for their trauma hospitals in New Hampshire.
  - (h) The next EMS and Trauma Services Coordinating Board meeting is the 18<sup>th</sup> of March.

**Item 2. Fire Marshal's Office.** Acting Director Degnan gave the following update on his office's activities:

- (a) *Fire Fatalities:* They lost three people, a father and two sons, in a trailer fire in the town of Dalton; and the mother is in critical condition in Boston. Lost an elderly man in Bath. An elderly woman who was seriously burned this past Tuesday, March 2, passed away last night. The common denominator in all these incidents was no smoke detectors.
- (b) *Smoke Detectors:* NFPA will give smoke detectors to distribute throughout the State. They are looking for grant funding from private associations. They have contacted the NH Fire Chiefs Association and the Lions Club. They would use the Lions Club as their point of contact, and they would identify who needs them in communities and coordinate the installation. It has been about ten years since they have done a big push on smoke detectors.

Chair Duquette reported that the City of Dover's local fire union has already done this project. He suggested that Acting Director Degnan get in touch with Deputy Driscoll. Chair Duquette said we should do a public address to educate the public.

Commissioner Burbank asked if this is something fire departments could get involved with. Acting Director Degnan answered that they are looking at single family dwellings as that is where they are loosing people.

Commissioner Heglund asked if there is any follow-up on batteries and carbon monoxide detectors. Acting Director Degnan replied that the smoke detectors have ten-year lithium batteries.

- (c) *RiskWatch*: The RiskWatch program is going well. The last session they did was for school nurses, and they were very excited.

**Item 3. Forest Protection Bureau.** Chair Duquette reported that Commissioner Nelson has retired as the Chief of the Forest Protection Bureau. Chair Duquette referred to Director Mason for a report.

- (a) *Retirement*: Director Mason said that Commissioner Nelson retired effective March 1, 2004. There will be a retirement party for him on April 3, and we will send out the details by email to all Commission members.

Director Mason explained that he talked with Director Bryce. They will appoint one of their three Regional Rangers as the Acting Chief, and then they will work on filling the position.

Commissioner Russell asked if this was a planned retirement. Director Mason replied that it was, and that Commissioner Nelson had talked about it for a while.

- (b) *Fire Towers*: Copies of letters sent to the Governor, the Senate President, and the Speaker of the House were in the Commission members' packets.

**Item 4. Emergency Preparedness and Security.** Commissioner Landry reported that the Emergency Preparedness and Security Council met last month. They are streamlining training, and they have developed a web page. Fire Standards has led the way, and Police Standards is jumping on board. Their next meeting is next Monday, March 8, 2004.

**Item 5. Curriculum Review.** Chair Duquette reported that the Curriculum Status Report is in each Commission member's packet and is as follows:

- (a) Driver/Operator Series:
  - (1) Pumps:  
Classes are completed in progress with Bedford at this point.
- (b) Hazardous Materials Series:
  - (1) Operations:  
This program is well underway at this point with no problems reported.
  - (2) Technician:  
The trailer is proving to be a valuable asset and will be an on-going work in progress.



(c) Aircraft Rescue & Fire Fighting:

We have just completed the first 40-hour certification class and will be meeting soon to evaluate the course delivery. For the moment the program was successful. A 40-hour program is planned for mid-April with a number of eight-hour recertification classes planned as well.

(d) NFPA 1030 Series:

(1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:

A class has been scheduled in Goffstown this winter. At this point classes will be scheduled periodically as they consistently fill up. We are ready for an Inspector II visiting committee soon.

(2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator:

Is in progress and looking at two separate programs, a one-week course for firefighters, and a two-week course for fire investigators. At this point it looks as though the New York curriculum is being considered for both classes. The committee estimates it will present the curriculum by the March meeting.

Chair Duquette turned the meeting over to Rick Wood from Nashua Fire Rescue and Jeff Emanuelson from Manchester Fire Department for their presentation on the Fire Investigator program.

Investigator Wood distributed paper copies of his PowerPoint presentation and a draft of the modules in the order they would be taught. He said the Visiting Committee has been working on this project for about one year with Chief Rosolen. He then did the PowerPoint presentation, followed by a question and answer period.

Director Mason noted that the International Association of Arson Investigators follows the NFPA 1033 Standard. He asked if there is a reason why the Visiting Committee didn't use their program. Investigator Wood replied that they only have a testing system; they do not have a curriculum.

Commissioner Murdough asked why there would be a requirement of actively involved in investigations. Investigator Wood answered that it is designed to screen people to know when to call for help. There are some

techniques you don't want to show just anybody. Once you take the course, you have a basic knowledge.

Commissioner Landry said he thinks the on-going training requirement is excellent. However, he said that people will look at the Fire Academy to offer that training. He said we need to open our eyes to this down the road.

Commissioner Burbank stated that, if the Investigator is not experienced, he/she will be ripped apart in court; therefore, we need the continuing education component.

Chair Duquette brought up a point of order. This presentation needs to go to the Commission's Curriculum Review Committee before being presented to the full Commission. He noted that the questions being asked today would get answered in that Committee. Chair Duquette appointed Commissioner Burbank to the Curriculum Review Committee.

Chief Rosolen distributed copies of the Fire Academy's Curriculum Development and Approval Guide. Chair Duquette said that no decision will be made today as all criteria has not been met with yet. We need to follow the rules. This Visiting Committee must set a date to meet with the Commission's Curriculum Review Committee.  
{ Note: Curriculum Review Committee—Chair Duquette; Commissioners Burbank, Carrier, Hatfield, Landry, Weden }

Chief Rosolen explained that there is a Pilot Program Checklist in the Curriculum Development and Approval Guide. When the Checklist is used by the Commission, they will have covered everything for the Administrative Rule Fire 402.03 in order to approve the program. Chief Rosolen said he wants a six-month turnaround with every Visiting Committee. The Fire Investigator Visiting Committee was looking for an approval for the pilot programs today because they wanted to run a program next month. This is a key reason why a member of Chief Rosolen's Bureau needs to be involved with the Visiting Committees. Chief Rosolen stated that Investigator Wood did a good job on this program.

- (3) NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator:  
Will probably follow the 1033 standard.

- (e) Rescue Series:

- (1) Structural Collapse:  
No pilots scheduled as yet.
- (2) Confined Space:  
The September class went well with a trip to Merrimack to use the confined space trailer prop as it could not be delivered on site.
- (f) NFPA Series:
  - (1) NFPA 1001 Firefighter I and Firefighter II:  
This committee is scheduled to meet March 8.
  - (2) NFPA 1021 FIRE OFFICER:  
This committee is moving right along well and is nearing completion.
  - (3) NFPA 1041 INSTRUCTOR:  
This committee will meet again on February 11, and is in a discussion over Instructor I, Instructor II, and perhaps Instructor III curricula at this time. With the addition of approximately 12 hours, this may be a reality.
- (g) Other:
  - (1) Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in the near future once the committees are established. Hopefully to be established this meeting.
    - (i) NFPA 1002 Aerial Apparatus needs to be brought on line as soon as possible.
    - (ii) NFPA 472 Hazardous Materials Decontamination is currently being revised by Dave Jones and Captain Anderson adding Weapons of Mass Destruction to make it current.

Chief Rosolen reported that he spoke with Program Coordinator Dave Jones about the Decontamination program, and it is well underway.

Chair Duquette said we need to advertise for these Visiting Committees now.

**Item 6. Retreat Committee.** Commissioner Murdough reported that his Committee has developed a draft questionnaire for the Retreat.

## **V. REPORT OF THE DIRECTOR**

**Item 1. Director's Report #78.** The Director's Report was as follows:

- (a) *FIRE ACT GRANT INFORMATION:*  
Since February 5, 2004 the Alton, Plymouth, and Swanzey Fire Departments were awarded Fire Act Grants in the amounts of

\$49,194; \$40,860; and \$54,558 respectfully. This brings New Hampshire grants to \$4,458,615 for this year, an average of \$64,617 for the 69 awarded communities.

For the next fiscal year President Bush has budgeted \$500,000,000 for the Fire Act Grant appropriations, 66% of the current appropriation. In former years these funds were restored by congressional pressure.

We are conducting the Fire Act workshops for this year with seven completed and two to go...see attached (after the announcement we added Keene on March 18). We have had over 100 participants in those workshops to date.

(b) *NEW HAMPSHIRE ASSOCIATION OF FIRE CHIEFS:*

The annual meeting of the NH Association of Fire Chiefs will be April 8, 2004 at the Academy. The dinner will be at 6:00 p.m. for \$22.00, and we will have displays by the advocate members starting at 4:00 p.m. in the dry lab with light refreshments.

(c) *MUNICIPAL & COUNTY GOVERNMENT COMMITTEE:*

The House of Representatives "Municipal & County Government Committee" asked that we give an overview of training and safety in our curriculum. I attended a meeting with them along with Representative Charles Hall (former Merrimack Fire Chief and NHFSTC member). They were impressed with our programs and did not seem to have known what was entailed in our training programs.

(d) *CFOD COMMISSION:*

The Chief Fire Officer Designation Commission met in Orlando, FL February 18–20, 2004. This meeting marked the end of my first year on the Commission with another two to go; however, I can be appointed for an additional three-year term. See attached for more information about the Commission and Designation.

(e) *CFOD & FIRE OFFICER III & IV:*

The Pro-Board approved our request for accreditation for CFOD provided we review the CFOD portfolio to assure all the objectives of the NFPA 1021 standard are met. KUDOS to New Hampshire for being the first in the Nation to utilize this designation as certification!

(f) *RECRUIT SCHOOL:*

We will offer an 11-week Recruit School starting later this month. We have sold out on the 1-FFI, 2-FFII, and 1-C2F2 programs. We are also offering a C2F2 in April, which is sold out as well. Things are getting busy!

Other items discussed were:

- (g) *Personnel Transfers:* Chair Duquette explained that it was brought up at the last Commission meeting that two people are being moved from the Office of Emergency Management to the Division of Fire Standards & Training. Director Mason said that the old Commission meeting room, Conference Room 2, is being changed into offices. Captain Anderson will supervise the people in that office. Bob Jeffries and Roy Neider are being transferred. According to RSA 21-P, this Commission must approve any transfers into the Division.

**Motion** was made by Commissioner Landry, seconded by Commissioner Russell, to accept the transfer of Bob Jeffries and Roy Neider into the Division of Fire Standards & Training. Motion passed unanimously.

- (h) *Mandatory Standards Time Extensions:* Director Mason stated that there are two letters in the Commission members' packets regarding mandatory standards time extension requests.

One is for Firefighter/Paramedic Christopher A. Gaudreault from the Hopkinton Fire Department who was hired March 3, 2003. Since then he has completed Paramedic school, Firefighter I-B, and Firefighter II. He is currently applying for the Academy's April C2F2 class. If not accepted into that one, he will apply for the May class.

The second letter is for Firefighter Paul Balentine who was hired March 31, 2003 by the Salem Fire Department. He was tested for Firefighter II on February 24, 2004. He has applied for the April C2F2 program, which will be after his anniversary date. He was unable to complete the program within a year because of the unavailability of internal instructors and appropriate outside programs.

**Motion** was made by Commissioner Murdough, seconded by Commissioner Russell, to approve the requests for an extension on the one-year career certification requirement for Firefighter/Paramedic Christopher A. Gaudreault from Hopkinton Fire Department and for Firefighter Paul Balentine from Salem Fire Department. Motion passed unanimously.

- (i) *Administrative Rules Changes Requested:* We have had two requests come in from Manchester Fire Department to make changes in the Administrative Rules regarding our Entrance Examination. The changes relate to:
- (1) When we changed to CPAT for our entrance test, the time limit we had established was dropped as CPAT does not have

a limit. Some fire departments have a two-year test list, which would mean the two years would start from the date someone takes CPAT.

- (2) Request to change the aerial ladder climb from 65 feet to 100 feet since we use longer ladders now. At one time 70-foot ladders were considered above the norm.

**Motion** was made by Commissioner Burbank, seconded by Commissioner Russell, to change the Administrative Rules as follows: The time limit for CPAT testing shall be two years two months from the date the test is taken; and, the aerial ladder climb shall be increased from 65 feet to 100 feet. Motion passed unanimously.

- (j) *Arson Seminar*: The 26<sup>th</sup> Annual New England Arson Seminar, Back to Basics, will be held May 24-28, 2004 at Saint Anselm College in Manchester.

## VI. OLD BUSINESS

**Item 1. Proposed Changes in Rules.** No vote was taken on the proposed changes in Rules as there was not a quorum present at this time. Chair Duquette appointed Commissioner Russell to the Administrative Rules Committee with Commissioner Schlitzer, who is the Chair. Chair Duquette deferred this item to the Administrative Rules Committee for a report at next month's Commission Meeting.

## VII. NEW BUSINESS

**Item 1. Commission Policy #1 Proposal.** Director Mason explained that this item is being brought up as a father of a female student in one of our certification programs questioned our testing system. The student did not have Hazardous Materials Awareness and Operations, which are prerequisites to testing. The Administrative Rules Section 403 says that a student needs everything before taking the final certification examination. Director Mason said he is bringing this case up as it could be challenged. He said we have certain rules, and we need to follow them.

## VIII. GOOD OF THE ORDER

None.

## **IX. ADJOURNMENT**

As there was not a quorum present at this time, Chair Duquette closed the meeting at 12:33 p.m.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 03/04/04
2. Director's Report #79
3. US Fire Administration FY 2003 Award Recipients through 02/20/04
4. US Fire Administration FY 2004 Grant Applicant Workshop Schedule for Region I
5. Fire-Act Grant Workshops in NH 02/16/04-03/17/04
6. Number of Personnel Certified in NH 07/01/30 to 03/03/04
7. Curriculum Status Report 03/04/04
8. NH Rural Fire Protection Initiative
9. Fire Investigation Visiting Committee Curriculum Report
10. Fire/Arson Investigation Weeks 1 and 2 Draft
11. Curriculum Development and Approval Guide
12. Letters Requesting Mandatory Standards Time Extensions—Hopkinton and Salem
13. Personal Information Form for Director Mason
14. Copies of Letters of Support for the Fire Tower Program—Senate President Thomas Eaton, Speaker of the House Gene Chandler, Governor Craig Benson
15. Minutes of Meeting 01/08/04—Draft
16. Minutes of Meeting 02/05/04--Draft